

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
FILE REQUEST FORM

INSTRUCTIONS:

PLEASE READ

INCOMPLETE FORMS CANNOT BE PROCESSED

1. You must be a party to the charge or have an appearance form on file with DHR. If you do not have an appearance on file, you can fill one out when you fill out this form.
2. You will be contacted by telephone when the file is available for reviewing. Generally, files are only available for review on Friday after 1:00PM, for requests received before 4:30PM on Tuesday. When you arrive to review the file, please tell the receptionist that you are here to review a file. If your request is received after Tuesday, you may not be able to review the file until the following Friday.
3. If, after reviewing the file, you want copies of any of the documents in the file, DHR staff will copy 20 or fewer pages free of charge. To expedite copying requests that are over 20 pages, DHR has identified Aloha Document Services. By your signature below, you give DHR permission to send the file to Aloha to make the copies for you. Also, you agree that you will pay Aloha for copies, copy service and delivery service, if any required, at the price that you and Aloha agree. You further agree that you will hold DHR harmless. Contact the Legal Division at (312)814-6262, if you have any questions.

DATE: _____

CHARGE NUMBER(S): _____

FILE NAME: _____

PERSON REQUESTING FILE: _____

TELEPHONE: _____

LATEST STATUS CODE/DATE: _____

FILE TO BE COPIED BY ALOHA: _____

NOTE: If you are a party to a charge with a status code from 801 to 995, it can only be reviewed by contacting Information Systems, 312/814-4294.

Do not fill out this part of the form. For IDHR use only.

CP/CP Atty contacted: date: _____ time: _____

Comments: _____

RP/RP Atty contacted: date: _____ time: _____

Comments: _____

Date file reviewed: _____ time: _____ confirmed: _____

				Yes	No
Copies needed?	NO: _____	YES: _____	Number: _____	DHR: _____	
	NO: _____	YES: _____	Number: _____	Aloha: _____	

Disposition:

Original: Legal Division

Copies: Case Disposition Unit (CDU)

Aloha Document Services

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YGG/Legal/
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